

DEPARTMENTAL PERSONNEL OFFICER III

DEFINITION:

Under general direction to develop and administer a personnel management program for a large department and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class are principal advisors to department heads or Departmental Personnel and Training Administrators on personnel matters; represent the appointing authority to employees, supervisors, employee representatives, and the Civil Service Commission and staff; and supervise both professional and clerical staff. Incumbents in this class are responsible for the personnel functions in departments or major departmental divisions with at least 500 or more employees.

EXAMPLES OF DUTIES:

Formulates, recommends, and implements departmental personnel policies, standards, rules, and procedures; prepares forecasts of departmental personnel needs and participates in appropriate recruitment and selection programs; develops position descriptions and participates in classification system design; reviews grievances, mediates when possible, and represents departmental management when early mediation is not possible; meets with Labor Relations Officers and confers with employee representatives on matters of salary and working conditions; advises line supervisors on personnel matters; prepares and administers training programs in personnel policy, labor relations, affirmative action, and similar subject matter; plans, organizes, assigns, and controls work of subordinates.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Practices related to presenting Civil Service Commission cases.
- Principles of public personnel administration.
- Equal Employment Opportunity laws, regulations, court decisions, trends, and techniques.
- Methods in public personnel administration.
- Relevant County Charter and Administrative Manual sections concerning personnel and labor relations.
- Principles of labor relations (to include grievance resolution).
- County of San Diego Civil Service Commission, Department of Human Resources, Financial Management Office, Treasurer-Tax Collector, Retirement Office, Labor Relations, Auditor and Controller's Payroll Control Section rules, regulations, organization, operations, and procedures.
- Mandates affecting employees.

General Knowledge of:

- Personnel management principles and applications.
- Public administration principles.
- Principles and practices of supervision and training.

- Selection and assessment techniques.
- Capacities and options in computer applications.
- Classification principles and practices.
- California government code sections affecting employees in local government.
- General Management System in principle and in practice.

Skills and Ability to:

- Analyze organizational personnel needs.
- Mediate between employees, employee groups, members of management, and elected officials.
- Present management policies to employee representatives.
- Plan, organize, assign, and supervise complex office management functions.
- Write clear, concise, and comprehensive letters and reports.
- Prepare and implement employee-training programs.
- Make effective oral presentations.
- Exercise judgment, tact, and diplomacy with a variety of political, social, and economic groups in a variety of situations.
- Design and implement selection processes.

EDUCATION/EXPERIENCE:

Education, training, and experience which would demonstrate the application of the knowledge and skills listed above. Examples of education/experience combinations which would most likely provide the required knowledge and skills are: Academic training leading to the equivalent of a Bachelor's degree in Personnel, Public, or Business Administration and four (4) years of professional personnel experience, preferably in a public agency. Two years of the above experience must have been as a journey level Human Resources Analyst or Departmental Personnel Officer.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months. (Civil Service Rule 4.2.5).